

U.S. CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC)

LOGISTICS SCOPE FOR EVENTS HOSTED BY CDC IN UZBEKISTAN IN MAY-JUNE 2013

April 24, 2013

OVERVIEW

1. Background and Description

U.S. Centers for Disease Control and Prevention (CDC) is planning to support the following activities in June 2013 with the purpose to strengthen public health service in Uzbekistan:

- 1) Training entitled “Updates and Modern Approaches to Address Antimicrobial Resistance” on June 10-11, 2013 (2 days)
- 2) Conference entitled “Novelty in epidemiology, diagnosis and treatment of infectious diseases” on June 12 (1 day)

CDC is looking for a logistical company which will assist the agency in conducting the events as requested in the “Project Scope” below.

2. Project Scope

CDC requests logistical company to provide a quote for providing logistical assistance for each of the event as mentioned in the tables below. The quotes should indicate the separate estimations per event.

Please address any questions regarding this scope of work to Leyla Koroli, CDC/Uzbekistan Public Health Administration Specialist at lkoroli@cdc.gov.

Event 1

Title: “Updates and Modern Approaches to Address Antimicrobial Resistance”

Dates: June 10-11, 2013

Duration: 2 days

City: Tashkent

Venue: Hotel conference room (on your choice)

Participants: 25

In-city: 12

Out-of-city: 13

Trainers/Facilitators: 6 (3 from CDC; one invited trainer from Copenhagen; two invited trainers from Tashkent)

ITEMS	Days/UNIT	PAX/UNIT	Comments
PARTICIPANTS			
Pay or reimburse for participants' travel from Uzbekistan Oblasts to Tashkent and back	1	13	Arrange or reimburse the transportation expenses for 13 out-of-city participants from appropriate Oblast to Tashkent and back. One participants from each Oblast: (1) Andijan Oblast, (2) Namangan Oblast, (3) Ferghana Oblast, (4) Surkhandarya Oblast, (5) Jizak Oblast, (6) Syrdarya Oblast, (7) Kashkadarya Oblast, (8) Samarqand Oblast, (9) Navoi Oblast, (10) Bukhara Oblast, (11) Khorezm Oblast, (12) Republic of Karakalpakstan and (13) Tashkent Oblast. Arrival date: June 9; Departure date: June 12
Lodging	3	13	Reserve and pay for accommodation of out-of-city participants at the hotel where the training will take place. Check-in: June 9 Check-out: June 12 (3 nights)
M&IE travel days	2	13	Budget M&IE on two travel days in the amount of \$45.00 (2×3/4 from full M&IE \$30.00) per out-of-city-participant. Payment should be made in UZS equivalent according to Central Bank exchange rate.
M&IE	2	13	Budget M&IE on three non-travel days in the amount of \$90.00 (3×\$30.00) per out-of-city participant. Payment should be made in UZS equivalent according to Central Bank exchange rate on the day of payment.
TRAINERS			
Pay or reimburse for trainer's travel from Copenhagen, Denmark to Tashkent and back	1	1	Pay or reimburse of trainer's travel from Copenhagen, Denmark to Tashkent and back. Arrival date: not later than June 9; Departure date: not earlier than June 12
Lodging	3	1	Reserve and pay for accommodation of invited trainer at the hotel where the training will take place. Check-in: not later than June 9 Check-out: not earlier than June 12 (tentatively 3 nights)
M&IE travel days	2	1	Budget M&IE on two travel days in the amount of \$45.00 (2×3/4 from full M&IE \$30.00) per out-of-city-participant. Payment should be made in UZS equivalent according to Central Bank exchange rate.

M&IE	2	1	Budget M&IE on three non-travel days in the amount of \$90.00 (3×\$30.00) per out-of-city participant. Payment should be made in UZS equivalent according to Central Bank exchange rate on the day of payment.
Trainer fee	2	2	Budget a trainer fee for two invited trainers from Tashkent in the amount of \$50.00 per day.
PARTICIPANT KIT			
Folders	1	31	Arrange 31 folders of A4 size for 25 participants and 6 trainers
Notepads	1	31	Arrange 31 notepads of A5 size for 25 participants and 6 trainers
Pens	1	31	Arrange 31 pens for 25 participants and 6 trainers
Badges	1	31	Arrange 31 plastic badges for 25 participants and 6 trainers
Nametag on the table	1	31	Arrange 31 paper nametags for 25 participants and 6 trainers (full name in Russian and English) to put on the table in front of the person
Certificate	1	25	Arrange 25 certificates of A4 size for 25 participants
Print materials	150	31	Print 31 copies of training materials. Each handbook consists of 150 pages of A4 size; black and white content, color cover page. See requirements for materials printing in Item 4 below
Flash drive with training materials	1	31	Arrange 31 flash drives of 1G size with all training materials for 25 participants and 6 extra
Group photo	1	31	Arrange a group photo of participants and trainees on the third day of the training (A4 size). Print 31 copies of group photo for 25 participants and 6 trainers
TRANSLATION			
Written translation of training materials	1	150	Arrange translation of training materials from English into Russian (150 pages)
Sequential/simultaneous interpreters	2	2	Arrange two high-level interpreters with knowledge of public health terminology for simultaneous translation during three days of training. It is preferred that one of the interpreters was able to translate from/to Uzbek.
EQUIPMENT & SUPPLIES			
Equipment for simultaneous translation	2	1	Arrange equipment for simultaneous translation for 36 participants
LCD projector	2	2	Arrange two LCD projectors
Wall Screen	2	2	Arrange two wall screens
Flipchart	2	2	Arrange 2 flipchart stands and 4 flipchart paper blocks (2 paper block per each stand)
Markers	1	5	Arrange 5 markers
Extension cord	1	2	Arrange two extension cords to connect equipment to outlets if needed
Adaptors	1	2	Arrange two adaptors (US/Europe plugs)
Pointers	1	2	Arrange two pointers for presenters
ON-SITE COORDINATOR			
On-site coordinator	2	1	Arrange one on-site coordinator for troubleshooting during the event

Event 2

Title: Conference entitled “Novelty in Infectious Diseases epidemiology, diagnosis and treatment”

Dates: June 12

Duration: 1 day

City: Tashkent

Venue: Uzbekistan hotel (preliminary)

Participants: 200

ITEMS	Days/UNIT	PAX/UNIT	Comments
PARTICIPANT KIT			
Folder	1	200	Arrange 200 plastic folders for participants
Notepads	1	200	Arrange 200 notepads of A5 size for 200
Pens	1	200	Arrange 200 pens for participants
Badges	1	200	Arrange 200 plastic badges for participants
Print materials	150	200	Print 200 copies of training materials. Each handbook consists of 150 pages of A4 size; black and white content, color cover page.
TRANSLATION			
Written translation of materials	1	100	Arrange translation of training materials from English into Russian (100 slides)
Simultaneous interpreters	1	2	Arrange two high-level interpreters with knowledge of public health terminology for simultaneous translation during four days of training from English into Russian and vice-versa. It is preferred that one of the interpreters was able to translate from/to Uzbek.
EQUIPMENT & SUPPLIES			
Equipment for simultaneous translation	1	1	Arrange equipment for simultaneous translation for 200 participants
LCD projector	1	2	Arrange two LCD projectors
Wall Screen	1	2	Arrange two wall screens
Flipchart	1	2	Arrange 2 flipchart stands and 4 flipchart paper blocks (2 paper block per each stand)
Markers	1	6	Arrange 12 markers
Extension cord	1	2	Arrange two extension cords to connect equipment to outlets if needed
Adaptors	1	2	Arrange two adaptors (US/Europe plugs)
Pointers	1	2	Arrange two pointers for presenters

3. Requirements for Conference Room

- All events except for laboratory training will require renting a conference room at the hotel.
- Conference room should have enough tables and chairs to accommodate all participants and trainers.
- Tables setting (except for laboratory training and conference): round tables for 5-6 people each. Place the chairs halfway around the table creating a “crescent moon” shape around the table to provide participants with the ability to view the speaker and the projections screen during the training.
- Working A/C

4. Requirements for printing materials

- All materials should be collected in a 3-ring binder; cover page should indicate title, dates and venue of the event (except for laboratory training and conference).
- Materials include: agenda, presentations and some reference materials. All materials should be divided by tabs.

5. Deliverables

As a result of this purchase order, CDC will successfully facilitate three trainings and two Round tables for public health specialists from Uzbekistan.

6. Timeline

The proposed period of service is June 10 – June 15, 2013